

DOE Quality Council
Conference Call Minutes
March 19, 2009

1. Roll Call:

Name	ORG	On Call
MEMBERS		
Colette Broussard	HS-20	√
Gary Staffo	EE	√
Kriss Grisham	EM	
Rick DuBose	FE	√
Timothy Fox	HS-1.2	
Duli Agarwal	HS-20	√
Vijendra Kothari	LM	
Joy Mroz	LM	
Laurie Morman	MA	
Sam Johnson	NA	
Tom Williams	NA	
Thanhtan Van Ober	NA	√
Carl Sykes	NE	√
Michael Ulshafer	RW	√ (Randy Kay for Michael Ulshafer)
Matt Cole	SC	√
Caroline Polanish	BSO	√
Ava Holland	CBFO	
Robert L Blyth	ID	√
Anita B. Leivo	LASO	√
Pat Carier	ORP	
Al Hawkins	RL	
William Rowland	SRO	
John Adachi	SC-CH	√
Mary Haughey	HS-23	√
Interested Parties		
Jeff Shoulta	KCSO	
Bud Danielson	CTA	
Don Nichols	NA	
Craig Hansen	NA	
Anton Tran	NA	
Ed Schmidt	NA	

Name	ORG	On Call
San Horton	DNFSB Rep.	
Eric Rozek	DNFSB Rep.	
Andy Lawrence	HS-20	
Larry Stirling	HS-20	
Andy Wallo	HS-20	
Subir Sen	HS-23	
Lisa Treichel	HS-23	√
Sonya Barnette	HS-23	√
Steve Chalk	RL	√ (for Al Hawkins)
Bruce White	IM	
Debra Sparkman	CTA	
Rosalie Brown	SC	
Sam Vega	ORP	
Chuck Lewis	HS-31	
George Detsis	HS-31	
Althea Vanzego	IM	
Lindsey Veas	FE	
Nate Harvey	FE	
Julie Gallego	FE	
Jeff Christiaansen	FE	
Mike Taylor	FE	
Steve Geiger	FE	
Fred Hartsock	FE	
Robert Reuther	FE	
Terry Montgomery	NA	
Paul Gibson	NA	
Terry Dunn	NA	
Donna Riddle	LM	
Clarence Mabry	SR	

Note: Quorum of 2/3 not met per Committee Charter.

2. No Safety or Quality Share:

No safety or quality share was provided.

3. Review and Approval of February 19, 2009 Minutes:

Because there was not a quorum at this meeting, the February 19, 2009 minutes were not approved.

ACTION: Bob Blyth will query via email the members to obtain approval of these meeting minutes.

4. Task Planning Documents (TPD) Status:

Due to the fact that there was not a quorum at this meeting, the completed TPDs will be distributed to Council members via email for review and agreement of the TPD content.

ACTION: The DOE QA Order Requirement Training TPD is complete and Bob Blyth will distribute it to Council members for their review and agreement of the TPD content.

- A. Survey on Quality Assurance Implementation TPD – Mary Haughey presented an outline of deliverables. To keep the Survey on the schedule and to issue the Survey by September 2009, questions/comments would have to be provided to the sub-committee by early in the week of March 23, 2009. Colette Broussard discussed the fact that the Survey may need to be distributed earlier (e.g. July 2009) to remain consistent with previous Survey requests.

ACTION: Members of the TPD sub-committee will revisit the schedule for distribution of the Survey.

ACTION: Mary Haughey will correct an error on the second page of the draft TPD (i.e., change “QA Council” to “Quality Council”).

- B. DOE QA Order Requirement Training TPD – Training TPD is ready for approval.

- C. Quality Assurance Incorporation with Integrated Safety Management TPD - Matt Cole discussed the QA/ISM TPD which is still currently under development. A copy of the TPD should not be distributed until the sub-committee group has reviewed and commented on it. Gary Staffo suggested that a clear, introductory paragraph about ISM should be included in the TPD.

- D. Application of NQA-1 Part II TPD– Thanh Tan Van Ober stated that Sam Johnson would like Anita Leivo to co-chair this TPD sub-committee. Anita Leivo has the list of the team members that will be participating. Anita Leivo relayed a message from Sam Johnson that he would like to propose completing this task outside of the Council and will discuss this further with Colette Broussard. Sam Johnson is working on a similar task for NA and feels the resulting document would be useful and feed into this TPD.

Note: All TPDs must be approved per the approval process defined in the charter. All TPDs should be submitted to Colette Broussard and Bob Blyth.

5. EPA Initiative: IDQTF Survey Questions/DOE interface – George Detsis (HS-31)

George Detsis discussed the Intergovernmental Data Quality Task Force (IDQTF) efforts to develop a Federal policy for uniform quality assurance (QA) plans. This is a joint effort with Department of Defense, Environmental Protection Agency, and DOE. In the past, QA plans have been rejected by EPA due to non-compliance with EPA expectations. The purpose of the IDQTF effort is to ensure consistent QA plans are developed for activities regulated by EPA. This consistency will facilitate EPA's approval process of the QA plan and minimize lost time due to requested revisions. The Task Force is planning on developing a Survey for the DOE Field Offices to determine the sites' knowledge of QA plans. This Survey should be distributed by HSS. The IDQTF Survey is expected to be simple in order to achieve a high response rate.

It is anticipated that the IDQTF Survey would likely be distributed in tandem with the Survey on QA Implementation.

6. Participation at ISM Champions Meeting:

Colette Broussard stated that the Quality Council has been assigned a time slot to hold a Council meeting at the ISM Champions meeting to be held in Knoxville, TN in August 24-27, 2009. The time slot is Monday, August 24, 2009 in the afternoon. The Council should take advantage of this forum. In addition, Colette Broussard stated that a QA track has been added to the agenda and it will be co-chaired by Gary Staffo and Colette Broussard. Colette Broussard suggested that a pre-meeting in Germantown, MD in June 2009 be held with those Council members who are planning on attending to prepare several presentations for the QA track. Rick DuBose and Gary Staffo have indicated that they are planning to attend the Champions' Meeting.

ACTION: Council members should email Colette Broussard their availability to attend a meeting either June 9 & 10, 2009 or June 16 & 17, 2009 to develop the presentations to be presented at the Champions' Meeting.

ACTION: If anyone is interested in presenting at the ISM Champions meeting, notify Colette Broussard via email by May 13, 2009. Council members should also email Colette Broussard any potential ideas for presentations by June 1, 2009.

Caroline Polanish asked if Colette Broussard was still planning a fall meeting for the Quality Council. Colette Broussard confirmed she is still planning a fall meeting.

7. DOE O 414.X Status:

DOE O 414.1X is anticipated to be ready for peer review by the end of April. The 414 Team is currently working on dispositioning the comments received from Council members and on integration language to identify areas where QA and ISM complement each other. If Council members have suggestions regarding this language or areas where the integration language should be incorporated, they should send this information to Colette Broussard.

ACTION: Council members should submit their “integration language” input to Colette Broussard by April 20, 2009.

8. Lessons Learned:

Bob Blyth discussed the *Task Technical and QA Plan* and *Task QA Plan Procedure Matrix* documents that were attached to the meeting invitation. These documents are currently being used at the Savannah River (SR) site and provide good examples of checklists that are used to identify procedures that will be followed to control the activities of a task at SR. Sonya Barnette stated that she found these documents very useful.

9. Quality Council briefing at EFCOG ISM/QA Leadership Meeting:

On behalf of Colette Broussard, Bill Roege (HS-30) gave a presentation about the Quality Council at the March 2-4, 2009 EFCOG ISM/QA meeting. A copy of the presentation was included in this Quality Council conference call e-vite.

10. Missing Bios:

There are still a few Council members that have not submitted their bio. Please submit them to Bob Blyth as soon as possible.

11. Member Input or Agenda Items:

The agenda for the next conference call will include the status of the TPDs, Status of 414.1X, ISM Champions workshop, and follow-up to IDQTF.

ACTION: Other agenda ideas should be forwarded to Colette Broussard by April 6.

ACTION: Colette Broussard requested that George Detsis to be on future calls to provide IDQTF updates.

12. Next Conference Call:

The next Quality Council conference call will be April 16, 2009 from 11:00 am – 12:30 pm. A conference call number will be provided.